

Clean Up – Give Back .Org

Official and Court-Ordered Service Program



Clean Up – Give Back’s “Flexible Service Program” allows you to earn community service hours around your own schedule. Many non-profits have limited hours, making service difficult to achieve for those who work or go to school, or have other life issues. This program allows you to complete hours on your own terms. We monitor those hours as you follow our guidelines set forth below. We protect our reputation with the courts, and ensure proper reporting, by closely adhering to the guidelines. We only take ethical participants and if anyone refuses to follow guidelines we issue a letter for the hours they completed. We are trying to help everyone succeed, so please read and understand before you join the program. If you have questions, feel free to call us, we are happy to discuss.

You have many options for helping the community, and we are grateful that you have chosen to help our non-profit complete its mission. We view the work, the completion of hours, and court reporting as a partnership. We look forward to working with you to make our communities better and more beautiful. We encourage you to think about the areas you would be willing to help, and choose places that you, your family or neighbors will benefit from your service. You may want to be in nature. We are blessed with many miles of forest preserve and many parks where you can serve the greater community. The point is to pick places that you feel good about helping.

We understand that many people may start with a negative attitude toward service when it is mandatory. We hope that by the end, you will continue to support and stay in contact with Clean Up – Give Back when you are no longer required to, so we work to do our part to make this partnership a good one.

Here are the Program Guidelines:

1. To start the program all you need to do is send a text or email with (your Name as recorded in court, # of Hours needed and Date for completion), also if you are not in Cook County, please inform us. At the end, we will send you the “Completion Letter” by EMAIL of your hours for the court in pdf format, but we can mail it to you to take to court if you are not able to print it.
2. Each time you go out, at least 15 minutes before, send us a text of where you are cleaning and how long you expect to be there. (We may join you if our schedules allow, but we have to be able to monitor and have the opportunity to drive by. We cannot always drive by, but we need to have the opportunity to do so to fulfill court responsibilities. We also have volunteers in many different areas). You need to wear your vest as we have met with several police departments who ask that the vest be worn for safety, and you are helping to promote our non-profit’s work to beautify the landscape when you wear the vest and we appreciate you wearing it. If you happen to be out and forgot your vest, please stay in a safe area.
3. You can start immediately. When you have completed your work for any day you work, you must text or email a picture of your bags to 847-224-8592 or info@cleanupgiveback.org stating the number of hours completed for the day and your total hours completed to date. A selfie is great, but a picture of the bags is a must. Your text should say something like, “Just completed _ hours, my total hours completed are __ hours.” This way we have a running record and we can all agree on how many hours you have. If you think you have 18 hours, and Clean Up – Give Back thinks you have 16 hours, we can resolve it right away, without waiting until you need the “Completion Letter.”
4. We schedule community cleanups that count for three service hours. If we have a scheduled community campaign on our website and you have hours to complete, you should participate if possible. You are welcome to bring friends and family. We specifically report COMMUNITY cleanup campaigns to the court and it shows your willingness to help Clean Up – Give Back .Org. If you are not able to join these community campaigns because of work or school schedule, the judge understands, and flexibility is probably one of the reasons the judge pointed you to Clean Up – Give Back in the first place.

What we do:

1. We provide you a vest, grabber, some gloves and a few garbage bags, a brochure and business card if you did not get one from the court. If you join a cleanup campaign, supplies will be given to you there. If you want to get started right away, just text/call Donna at 847-224-8592 or email info@cleanupgiveback.org and we can co-ordinate a place to meet and get you supplies.
2. We monitor your progress. We do this by reviewing your texts before you clean and pictures after. If we are available we may join you or drive by to say hello. We work directly with as many people as we can, but we cannot always be out, as participants can go out any hours including early mornings and after work, until dark.
3. We provide a court "Completion Letter" to you by EMAIL in pdf format, as soon as you have completed the requirements.
4. We are available to speak with probation officers or court workers.

You can balance your outside work with helping with Clean Up – Give Back Marketing, and you can get up to 50% of your hours this way. If you need to do more than 50% of your work in Marketing because of your hectic schedule, or personal reasons, please email or call us to discuss. We appreciate all the different ways you help our non-profit to grow and expand. We are able to monitor Marketing hours, and only can award service hours for results, not efforts. (For example, you spend time asking someone to sign up for a newsletter, but if they do not, you are not awarded hours for time spent asking them.)

Ways of getting hours that are flexible and really help our mission:

- **Bring a friend – get an hour.** Each time you go out, you get a "recruiting" hour if you bring a friend. For example, if you go out for 3 hours to clean and bring your friend or child, you get 1 hour for each volunteer that comes with you. Bringing a friend or loved one encourages others to be involved.
- **Yelp or Google Review.** As Clean Up – Give Back needs marketing, after you have done at least one cleanup, you can do a Yelp Review or a Google Review to earn one Marketing hour each. You have to be honest in your review and we are good with that! Most people only use their first name or nickname.
- **Newsletter Email Marketing.** We are in great need of Marketing and cannot afford to advertise; your efforts really help us. You are awarded one Marketing hour for each 4 people you get to visit our website and sign up for our free newsletter. (Estimates show it takes about 15 minutes to get one person to sign up.) Mass marketing is not allowed, you should get friends and family – people you know to sign up. They put their email in and hit return. It is easy.
- **Facebook Marketing.** For each 4 people you get to like our Facebook page you are awarded one Marketing hour. (Current estimates show it takes 15 minutes to get one person to like a Facebook page.)
- **Facebook Post review.** You can earn one hour by visiting our Facebook and spend an hour reviewing videos and posts and hitting "Share".
- **Full Website Review.** You can earn an hour by reviewing all our content on the website. This makes you very aware of our mission and goals so that you can discuss our work with others in the future.
- **Other Efforts.** You may think of other ways to help us, such as posting in groups or placing flyers in community places, sending letters to businesses or clubs asking them to support Clean Up – Give Back with donations or trash bags, etc. Any idea you have is good and your hours spent on these efforts will count toward Marketing Hours. One person made a flyer and took it to their work, awarded three hours. One person set up a meeting to discuss our work with a community leader, three hours awarded. All efforts are appreciated and all ideas help us.

Other Considerations:

There is no financial obligation to be a part of our program. If you like our work, we appreciate any donations or Membership (\$25, or \$12.50 student) to Clean Up – Give Back .Org on our website. 100% of the donations go to provide cleanup campaign opportunities to others, and to support our "Flexible Service Program" providing flexibility to those who really need it. Thank you for your consideration, but mostly, thank you for helping the community and the environment through cleanup efforts.

Sincerely,

Clean Up – Give Back .Org